

SECURITY INFORMATION

1 December 1953

MEMORANDUM FOR: Chief, Finance Division

SUBJECT: Travel Advances

REFERENCE:

25X1A

1. Your attention is directed to the fact that paragraph 2 of the referenced notice provides for the deduction from the salary of an employee of any balance due from a travel advance made to him. No account is taken in this notice of those cases in which an employee may have an over-all credit balance in his advance account due to operational or other expenses which he may have borne. It would appear that in such cases the deduction from his salary of a balance due from a travel advance would not be equitable.

2. It is requested that you inform this Division whether in carrying out the provisions of this notice the over-all position of an employee's advance account will be given due consideration.

Chief, WE

25X1A

Distribution:
2 - Addressee

SECRET

S-520